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Attached is a contribution to your IAB Report. The attached is summarized below for your convenience:

During the last six months the Director of Security assigned a Records Management Officer to full time duty with his Executive Staff. The Records Officer has completed seven major Surveys and implemented improvements of Security paperwork problems. *His Surveys of automation applications are continuing.*

The Office of Security Records Management Officer exercises control over the (a) creation, (b) maintenance, and (c) disposal of Security Records. In these three areas during the past six months (a) 65 actions were taken on Security forms, (b) 32 actions completed on filing equipment and procedures, and (c) more than 100 cubic feet of inactive Security records removed from Headquarters office space. Special training and briefings on Forms Improvement were provided to 16 Security employees, on Records Disposal to 29, and on the Agency Vital Records Program to nine others. The Records Officer is arranging the briefings in Files Operations to be offered soon to Security Administrative <sup>Officer</sup> Personnel and Clerical Personnel.



STAT

3 October 1962

**MEMORANDUM FOR: Acting Executive Officer**

**SUBJECT : Accomplishments for Consideration for  
LAB Report**

The Office of Security, Records Management Officer, submits the following recent accomplishments for your consideration:

1. A Records Management Officer (OS/RMO) was assigned to full time duty with the Executive Staff of the Director of Security.
2. The OS/RMO has completed seven major surveys of files, forms, reports, equipment, and record systems in areas throughout the Office of Security. His assistance was included in the planning and creation of the new Special Clearances Security Control Center. His surveys of possible automation applications are continuing.
3. In the area of Records Creation, the OS/RMO completed 65 cancellations, revisions and other actions on Office of Security forms during the last six months. Training sessions on forms improvement were conducted for 16 employees in the offices requiring most forms.
4. In the area of Records Maintenance for the last 6 months, the OS/RMO has analyzed procurement requests on 22 pieces of record equipment and assisted in the selection of many other items and systems for records keeping. Sample equipment and tests were arranged for several offices as needed.

5. In the area of Records Disposal the OS/RMO prompted and reviewed the transfer of more than 100 cubic feet of inactive records from Headquarters offices to the Records Center during the last six months. Some 22 clerical and seven professional employees were provided training and briefings on procedures and facilities for retiring inactive Security records.
6. The OS/RMO had nine Security Officers attend briefings on the Agency Vital Records Program. The revision and updating of the Office of Security Vital Records Schedule is underway.

Records Management Officer/OS

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